



LIBRARY OF VIRGINIA

DIGITAL CONTENT ASSISTANT **NOT TO EXCEED 28 HOURS PER WEEK**

Library Specialist I, Pay Band 3

Position #00568

Hourly Rate \$12.00

The Library of Virginia is seeking a temporary part-time Digital Content Assistant to support the Library of Virginia's outreach and marketing efforts through content migration and image management of the Library's blog, The UncommonWealth. **The expected duration of this position is approximately 10 weeks with a maximum of 12 weeks.** The responsibilities will include the following:

- Ensure successful migration of content from previous blogs to a new blog;
- Edit digital images to ensure proper sizing, resolution and linking to digital asset management system; and
- Ensure layout and content delivery (links) are in proper working order after migration.

Required Qualifications

- Knowledge of image editing software and content management platforms, such as WordPress;
- Excellent communication skills;
- Strong ability to work independently; and
- Strong ability to meet project deadlines effectively.

Preferred Qualifications

- Graduation from high school or equivalent
- Progressive experience using content management platforms and image processing applications

An equivalent combination of education, training, and experience may substitute for educational requirements.

Application Instructions: To apply, candidates must submit a completed Virginia state employment application online at <https://virginiajobs.peopleadmin.com> for position #00568 by **11:59 PM on 12-26-19**. Please visit our website at www.lva.virginia.gov for additional information about the agency. **Selected candidate must complete a criminal background check.**

A record of criminal history does not automatically bar an applicant from consideration. Employment verification and reference checks, to include current/previous supervisors, will be conducted.

The Library of Virginia is an Equal Opportunity Employer and encourages women, minorities, individuals with disabilities, veterans, and people with National Service experience to apply. Reasonable accommodations are available to persons with disabilities during the application and/or interview process per the Americans with Disabilities Act.

An EEO/AA/ADA Employer